



CITY OF SALEM, VIRGINIA

CHARLES E. VAN ALLMAN, JR., PE
CITY ENGINEER

DEPARTMENT OF ENGINEERING
AND INSPECTIONS

TODD W. SUTPHIN
BUILDING OFFICIAL

COMMERCIAL PERMIT APPLICATION PACKET

New Commercial

1. TWO (2) SETS OF SEALED (ARCHITECT OR ENGINEER) PLANS, INCLUDING ALL ELECTRICAL, MECHANICAL, AND PLUMBING DRAWINGS
2. ONE (1) DIGITAL (PDF) COPY OF SEALED (ARCHITECT OR ENGINEER) PLANS, INCLUDING ALL ELECTRICAL, MECHANICAL, AND PLUMBING DRAWINGS EMAILED TO ENGINEERING@SALEVA.GOV OR ON CD
3. APPROVED SITE PLAN
4. SHRINK-SWELL SOIL TEST RESULTS
5. COMPLETED APPLICATION
6. IF LOCATED IN THE FLOODPLAIN, PRECONSTRUCTION CERTIFICATE OF ELEVATION*
7. EROSION AND SEDIMENT CONTROL PERMIT

Addition/Upfit

1. TWO (2) SETS OF SEALED (ARCHITECT OR ENGINEER) PLANS, INCLUDING ALL ELECTRICAL, MECHANICAL, AND PLUMBING DRAWINGS
2. ONE (1) DIGITAL (PDF) OF SEALED (ARCHITECT OR ENGINEER) PLANS, INCLUDING ALL ELECTRICAL, MECHANICAL, AND PLUMBING DRAWINGS EMAILED TO ENGINEERING@SALEMVA.GOV OR ON CD
3. COMPLETED APPLICATION
4. APPROVED SITE PLAN (if needed)
5. ASBESTOS CERTIFICATION
6. ACCESSABILITY COMPLIANCE

*** PLEASE NOTE, IF A PRECONSTRUCTION CERTIFICATE OF ELEVATION IS REQUIRED, THEN BEFORE A CERTIFICATE OF OCCUPANCY IS ISSUED, WE MUST RECEIVE A POST CONSTRUCTION CERTIFICATE OF ELEVATION.**



ALTERATIONS/DEMOLITIONS		<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Remarks:</div>	
Permit fees are based on the value of work performed including equipment, labor overhead and profit.			
Total Estimated Cost: \$ _____			
TRADE PERMITS INVOLVED (circle)			
Each Trade Will Need Individual Permits			
Electrical Mechanical Fire Safety:	Plumbing Sign Sprinkler Alarm Hood		LP GAS Cross-Connection
Permit fees are based on the value of work performed including equipment, labor overhead and profit.			
Estimate Cost Breakdown			
Building \$ _____ Electrical \$ _____ Plumbing \$ _____ Mechanical \$ _____ Fire: Alarm \$ _____ Sprinkler \$ _____ Hood \$ _____ Cross Connection \$ _____ LP Gas \$ _____ Sign \$ _____ TOTAL: \$ _____			
CERTIFICATION			
I understand that this permit will become null and void if work or construction authorized is not commenced within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced. I understand that by obtaining this permit, it may be necessary for certain City of Salem Officials to visit my property in conjunction with required inspections, tax assessments, etc.			
I understand that all work is to conform to the current edition of the Virginia Uniform Statewide Building Code.			
I further understand that all permit holders shall call for all required inspections as required by code. I must provide the <i>job address</i> , <i>inspection type</i> , as well as the <i>permit number</i> or the inspection may be rejected.			
I hereby certify that I am the owner of record of the herein described property, or that the proposed work has been authorized by the owner of record and that I have been authorized to make this application as a designated agent. I agree to conform to all applicable state and local regulations, rules and policies and such shall be deemed a condition entering into the exercise of the permit. In addition, if a permit is issued, I certify that the code official or his authorized representative shall have the authority to enter the area(s) described herein at any reasonable hour for the purpose of enforcing the provisions of the applicable code(s).			
APPLICANT: _____ DATE: _____			
OWNERS AFFIDAVIT: (Complete if Owner is Not a Licensed Contractor)			
I affirm that I am the owner of the property described in this application and that I am familiar with the prerequisites of Section 54.1-111 of the Code of Virginia, as amended, and I am not subject to licensure as a contractor or subcontractor. I am also aware that it is a violation of State Law to hire or award a contract to an unlicensed contractor.			
SIGNED: (Must be Notarized if Owner is Not Present in Person) _____			
Subscribed and sworn before me in the _____ of _____ , this _____ day of _____ , 20_____.			
My commission expires _____ Notary Public _____			



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CERTIFICATION OF SETBACK COMPLIANCE

I, _____ (owner/developer/builder), of a lot known as _____
_____ (address / tax map number) **DO HEREBY**
CERTIFY that the setbacks of this project conform to all applicable standards contained within
the City of Salem Zoning Ordinance.

I understand that the City of Salem suggests all applicants for building permits to secure a
survey as soon as possible to verify that the location of all structures complies with all setback
and yard requirements of the zoning ordinance.

If subsequent to my completing this form, the structure is found to be not in compliance
with the City of Salem setback and/or yard requirements, I understand that it shall be the
property owners' responsibility to make any such structural or legal subdivision modification
requirements to bring the structure into compliance.

I acknowledge that such a violation is a self-imposed condition rather than an
unnecessary hardship, since a survey or other actions within my control could have been
avoided or alleviated this condition.

SIGNED: _____ DATE: _____



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REQUEST FOR UTILITIES
PRIOR TO OCCUPANCY

In signing this application, I am fully aware that the electrical and water services are installed for test purposes only. I am fully aware that the occupancy of this structure without all final inspections being made is a violation of the Statewide Building Code and will result in the services being discontinued immediately.

APPLICANT

BUILDING OFFICIAL / REP

DATE

LOCATION OF STRUCTURE



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TODD W. SUTPHIN
BUILDING OFFICIAL

October 1, 2010

To Whom It May Concern:

Re: Certified Plat Requirements

When building permits are issued, certified plats are required showing the location of buildings as they relate to the City's setback requirements. During the building phase, the builder often shifts the corners or adds overhangs, cantilevers, decks, etc., that change the footprints of the structure on the lot. The problem then arises when a lender does an "as built" survey and discovers the structure to be in conflict with the setback requirements.

To focus on this potential problem, an occupancy permit will be issued only after the land surveyor certifies that all setback requirements have been met in the finished product. Copies of the setback requirements for the various zonings are available in the Engineering and Inspections Office located at 25 E. Main Street, Salem, Virginia.

If you have any questions regarding this matter, please feel free to contact our office at (540) 375-3036.

Sincerely,

Todd W. Sutphin
Building Official

TWS:mcl



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DEPARTMENT OF ENGINEERING
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TODD W. SUTPHIN
BUILDING OFFICIAL

October 1, 2010

To Whom It May Concern:

All Building Permits must be posted at least five (5) feet from the finished grade on construction sites and must be maintained until all final inspections are made.

If, at the time of inspection, Building Permits are not properly posted as described above, the inspection will not be performed. If it is necessary for the inspector to make another trip to the site as a result of the permit not being properly posted, a \$30.00 re-inspection fee will be required prior to subsequent inspections being performed.

Your Building Permit must be posted in a location where the inspectors are able to access it and post inspections without walking through mud. This will help us help you keep the interior of your structure free of mud from our shoes. If the permit is posted in an area, which is prone to becoming muddy during periods of rain or snow, gravel or other suitable materials must be used.

If you have any questions regarding these requirements, please contact our office at (540) 375-3036.

Sincerely,

Todd W. Sutphin
Building Official

TWS:mcl



Department of Engineering & Inspections

25 East Main Street

Salem, VA 24153

Phone: 540-375-3036 Fax: 540-375-4042

Email: engineering@salemva.gov

ASBESTOS CERTIFICATION

PERMIT # _____

Commercial Structure Alterations/Tenant Up Fit/Additions

DATE: _____

PROJECT NAME: _____

PROJECT ADDRESS: _____

Please reference VUSBC sections 108.1 (3) and 110.3 to see the extent to compliance and the exceptions as they apply to your alteration/repair or tenant layout project. The undersigned party hereby certifies that the structure located at the above referenced address has been inspected for asbestos by personnel qualified in accordance with §54.1-503 of the Code of Virginia to identify the presence of asbestos and that the results of the inspection are as follows:

- ☐ No asbestos was detected.
- ☐ Asbestos was detected and response actions to abate any risk to human health are complete.*
Please indicate local permit number for asbestos abatement: _____
- ☐ Asbestos was detected or is assumed to be present and response actions to abate any risk to human health will be undertaken as a part of the renovation or demolition.* **Separate local permit is required to be obtained for asbestos abatement, per VUSBC section 108.1.**

EXCEPTIONS:

An inspection was not performed on the structure because it qualifies for the following exemption(s):

- ☐ The original building permit for this structure was issued later than January 1, 1985.
- ☐ Residential housing with four or fewer units
(not applicable when in conjunction with commercial development(s))
- ☐ The total amount of suspected asbestos containing materials does not exceed 260 lineal feet on pipes or 160 square feet on any other part of the facility. This exception does not apply to facilities used as schools, as stated in Code of Virginia Section §54.1-503.

Owner or Agent Signature:	Date:
Owner or Agent Signature:	Date:
Print Name (Owner):	
Print Name (Agent):	

*By signing this form, I certify that I am the owner of the property or the owner's agent, duly authorized to sign for the owner. **The owner must certify that abatement areas meet required clearance levels prior to re-occupancy, per VUSBC section 110.3.**

**The Virginia Department of Labor and Industry (DOLI) has comprehensive regulations to control the hazards of asbestos. Specifically, DOLI enforces the 1926.1101 Asbestos construction standard and the Asbestos NESHAP regulations under 40 CFR 61, Subpart M. These regulations require building owners and contractors to inspect structures for the presence of asbestos regardless of the age of the building. Questions regarding the 1926.1101 and Asbestos NESHAP inspection requirements, disturbance or removal of asbestos should be forwarded to DOLI. For information about DOLI's asbestos inspection requirements call 540-562-3580 ext. 131.

**Department of Engineering & Inspections**

25 East Main Street

Salem, VA 24153

Phone: **540-375-3036** Fax: **540-375-4042**Email: engineering@salemva.gov**ACCESSIBILITY COMPLIANCE****Commercial Structure Alterations/Tenant Up-Fit****DATE:** _____**PROJECT NAME:** _____**PROJECT ADDRESS:** _____

Please reference IBC 2009 Section 3411.6 Accessibility for Existing Buildings, including section 3411.6 Alterations Affecting an Area Containing a Primary Function, to see the extent to compliance and the exceptions as they apply to your alteration/repair or tenant layout project. The existing space is not required to be 100% accessible, but all new work is required to be accessible, per IBC Chapter 11 and ANSI A117.1.

- ☐ Existing space is already 100% accessible; accessibility upgrades are not required.
- ☐ The space is not 100% accessible; up to 20% of the total construction cost has been allocated for accessibility upgrades to the existing space as shown below.

This is to certify that the total cost of the alterations to the above referenced project is:

\$ _____

Per IBC section 3411.6 - 20% of the total construction, which has been allocated for alterations to the accessible route the primary function area, is:

\$ _____

<u>ACCESSIBLE ELEMENT</u>	<u>COST</u>
TOTAL COST OF ACCESSIBLE ALTERATIONS:	

- ☐ The renovation is exempt from the accessibility requirements required under Section 3409.7 for the following reason:
- The alteration is limited solely to windows, hardware, operating controls, electrical outlets and signs
 - The alteration is limited solely to mechanical, electrical, or fire protection systems
 - The alteration is solely for the purpose of increasing accessibility
 - The alteration does not involve an area of primary function
 -

Applicant's Name:			
Applicant's Address:		City:	State:
		Zip Code:	
Phone Number:	Fax Number:	Email:	
Print Name:		Signature:	

*By signing this form, I certify that I am the owner of the property or the owner's agent, duly authorized to sign for the owner.

CITY OF SALEM PERMIT FEES EFFECTIVE JULY 1, 2014

FEES LISTED BELOW ARE FOR PERMITS OBTAINED PRIOR TO THE START OF WORK. IF A

PERMIT IS OBTAINED AFTER WORK HAS STARTED, FEES WILL BE TWICE THE AMOUNT SHOWN UP TO \$250.00

A 2% STATE LEVY TAX MUST BE ADDED TO ALL PERMIT FEES

BUILDING PERMITS					
VALUATION	FEE	VALUATION	FEE	VALUATION	FEE
MINIMUM FEE	\$ 35.00	\$ 38,000.00	\$ 211.00	\$ 78,000.00	\$ 391.00
\$ 1,000.00	35.00	39,000.00	215.50	79,000.00	395.50
2,000.00	35.00	40,000.00	220.00	80,000.00	400.00
3,000.00	35.00	41,000.00	224.50	81,000.00	404.50
4,000.00	35.00	42,000.00	229.00	82,000.00	409.00
5,000.00	40.00	43,000.00	233.50	83,000.00	413.50
6,000.00	46.00	44,000.00	238.00	84,000.00	418.00
7,000.00	52.00	45,000.00	242.50	85,000.00	422.50
8,000.00	58.00	46,000.00	247.00	86,000.00	427.00
9,000.00	64.00	47,000.00	251.50	87,000.00	431.50
10,000.00	70.00	48,000.00	256.00	88,000.00	436.00
11,000.00	76.00	49,000.00	260.50	89,000.00	440.50
12,000.00	82.00	50,000.00	265.00	90,000.00	445.00
13,000.00	88.00	51,000.00	269.50	91,000.00	449.50
14,000.00	94.00	52,000.00	274.00	92,000.00	454.00
15,000.00	100.00	53,000.00	278.50	93,000.00	458.50
16,000.00	106.00	54,000.00	283.00	94,000.00	463.00
17,000.00	112.00	55,000.00	287.50	95,000.00	467.50
18,000.00	118.00	56,000.00	292.00	96,000.00	472.00
19,000.00	124.00	57,000.00	298.50	97,000.00	476.50
20,000.00	130.00	58,000.00	301.00	98,000.00	481.00
Over \$20,000.00 Equals \$130.00 plus \$4.50		59,000.00	305.50	99,000.00	485.50
per Thousand Dollars or fraction thereof		60,000.00	310.00	100,000.00	490.00
21,000.00	134.50	61,000.00	314.50	Over \$100,000.00 Equals \$490.00 plus \$3.50	
22,000.00	139.00	62,000.00	319.00	per Thousand or Fraction	
23,000.00	143.50	63,000.00	323.50	Thereof	
24,000.00	148.00	64,000.00	328.00	200,000.00	840.00
25,000.00	152.50	65,000.00	332.50	300,000.00	1,190.00
26,000.00	157.00	66,000.00	337.00	400,000.00	1,540.00
27,000.00	161.50	67,000.00	341.50	500,000.00	1,890.00
28,000.00	166.00	68,000.00	346.00	Over \$500,000.00 Equals \$1890.00 plus \$2.50	
29,000.00	170.50	69,000.00	350.50	per Thousand or Fraction	
30,000.00	175.00	70,000.00	355.00	Thereof	
31,000.00	179.50	71,000.00	359.50	600,000.00	2,140.00
32,000.00	184.00	72,000.00	364.00	700,000.00	2,390.00
33,000.00	188.50	73,000.00	368.50	800,000.00	2,640.00
34,000.00	193.00	74,000.00	373.00	900,000.00	2,890.00
35,000.00	197.50	75,000.00	377.50	1,000,000.00	3,140.00
36,000.00	202.00	76,000.00	382.00	Over \$1,000,000.00 Equals \$3140.00 plus \$1.75	
37,000.00	206.50	77,000.00	386.50	per Thousand or Fraction thereof	

PERMIT FEES: ELECTRICAL, PLUMBING, MECHANICAL, SIGN, L. P. GAS, & CROSS CONNECTION

AMOUNT OF CONTRACT OR ESTIMATED COST

FEE

\$ 0.00	to	500.00	\$ 35.00
500.01	to	1,000.00	40.00
1000.01	to	2,000.00	50.00
2,000.01	to	3,000.00	60.00
3,000.01	to	4,000.00	70.00
4,000.01	to	5,000.00	85.00

IN EXCESS OF \$5,000.00 THE FEE SHALL BE \$85.00 PLUS \$4.50
FOR EACH ADDITIONAL \$1,000.00 OR FRACTION THEREOF.

*****NOTE*****
A 2% STATE TAX LEVY MUST
BE ADDED TO ALL PERMIT
FEES

MISCELLANEOUS FEES

CERTIFICATE OF OCCUPANCY AND SERVICE INSPECTION PERMIT	\$ 30.00
ELEVATOR PERMIT	30.00
REINSPECTION FEE (ON THE 3RD VISIT)	30.00
TEMPORARY ELECTRIC INSPECTION FEE	30.00
ZONING PERMIT	20.00
PLAN REVIEW (NEW RESIDENTIAL)	30.00
PLAN REVIEW (ALL COMMERCIAL)	10% OF PERMIT FEE OR \$30.00 WHICHEVER IS GREATER

REFUNDS FOR PERMITS

THE CITY WILL RETAIN THE HIGHER OF 25% OR \$30.00 AND REFUND THE REST